

**BEACON HR/PAYROLL IMPLEMENTATION PROJECT
PROJECT STANDARDS AND PROCEDURES**

TABLE OF CONTENTS

1.	QUALITY MANAGEMENT PROCESS.....	1
2.	ISSUE AND RISK MANAGEMENT PROCESS	1
3.	DOCUMENT MANAGEMENT PROCESS.....	1
4.	SCOPE CHANGE CONTROL PROCESS.....	2
5.	STATUS REPORTING PROCESS.....	2
6.	TIME CAPTURE PROCESS.....	2
7.	SCHEDULE DEVELOPMENT PROCESS	2
8.	SCHEDULE ACTUALS AND STATUS PROCESS	2
9.	PROJECT COLLABORATION PROCESS	3
10.	ADMINISTRATIVE STANDARDS	3
11.	TEAM MEETING CONDUCT PROCESS	3
12.	INVOICING PROCESS.....	3
13.	DELIVERABLES ACCEPTANCE PROCESS.....	3
14.	LOADSPRING HOSTING PROCESS FOR ENTERPRISE PROJECT MANAGEMENT SOLUTION	3
15.	DEVELOPMENT STANDARDS	4

PROJECT STANDARDS AND PROCEDURES

The project standards and procedures establish the project's overall implementation standards and procedures. They encompass project management, functional and technical standards, as necessary, in order to establish clear guidelines and to help ensure consistency in work products. For ease of development and update, as well as management within the Microsoft Enterprise Project Management Solution (EPM), each component of the standards and procedures is a separate document.

Project standards and procedures are living documents. New documents are added as the project moves through the various ASAP phases, and existing standards and procedures documents are updated to meet evolving project requirements. Therefore, the documents that constitute the Beacon HR/Payroll Project Standards and Procedures for the Project Preparation phase represent the first release of these documents. Subsequent releases will update these documents and provide additional documents as required to meet project needs.

The following documents constitute the project standards and procedures for the Project Preparation phase:

1. QUALITY MANAGEMENT PROCESS

The quality management process provides the quality management workflow, procedures and tools for conducting quality assurance and control. Supported by the capabilities of BearingPoint's corporate Risk and Quality Management Team (RQM) and CMMI specialists (including SEI-authorized lead appraisers), it describes our approach to CMMI and the formal quality review process.

2. ISSUE AND RISK MANAGEMENT PROCESS

The issue and risk management process allows issues and risks to be managed in a disciplined and consistent manner. Supported by the capabilities of the EPM, it provides a mechanism for the identification, communication, analysis, resolution and tracking of issues and risks. It provides a step by step process flow from issue or risk identification through closure or escalation.

3. DOCUMENT MANAGEMENT PROCESS

The document management process describes the processes necessary for the proper management of project documents throughout the project lifecycle. Supported by the EPM, it provides for a central document repository, documents naming standards and workflow for guiding documents through review

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and final approval. Both an interim process that utilizes the T-Drive, and a permanent process that utilizes EPM, are described.

4. SCOPE CHANGE CONTROL PROCESS

The scope change control process provides a formal mechanism by which project members can request changes to project scope. It defines the roles and responsibilities of the Change Control Board, the Executive Control Board and other members of the project team. It provides a formal process from the point a potential change is identified until a change request is approved or denied.

5. STATUS REPORTING PROCESS

The status reporting process provides for four types of status reports: (1) weekly status reports covering details of team status and deliverables, (2) monthly steering committee status reports covering high level issues that affect the project (e.g. pending legislation), (3) a spreadsheet from EPM providing data required for the UMT reporting for the Office of State CIO, and (4) earned value management reports.

6. TIME CAPTURE PROCESS

The time capture process describes the way team members will record their time worked against various Work Breakdown Structure (WBS) elements. Both an interim process that utilizes the T-Drive, and a permanent process that utilizes EPM, are described.

7. SCHEDULE DEVELOPMENT PROCESS

The schedule development process describes the approach to be taken to developing and maintaining a resource-loaded project schedule. This process is tailored to the features of EPM. It incorporates an approach to WBS designed to support earned value management (EVM).

8. SCHEDULE ACTUALS AND STATUS PROCESS

The schedule actuals and status Update process describes the approach to be taken when applying actuals to the schedule within EPM. It also describes the process for recording status information. This allows all team leads to enter schedule update information by means of the Internet, and allows all team members to access the status of their work efforts.

9. PROJECT COLLABORATION PROCESS

The project collaboration process employs EPM to automate threaded discussions among team members. Team members can discuss issues, provide information and solve problems even though they may be working remotely.

10. ADMINISTRATIVE STANDARDS

Administrative standards encompass project staffing information, email and calendar administration, personal time off policies, the onboarding process and PMO communications.

11. TEAM MEETING CONDUCT PROCESS

The team meeting conduct process encompasses meeting formats, types of meetings, meeting etiquette, roles and responsibilities, decision making and follow-up activities.

12. INVOICING PROCESS

The invoicing process encompasses monthly billing procedures for PMO activities and periodic billing for completed deliverables specified in Attachment A to the Beacon HR/Payroll Implementation Project contract.

13. DELIVERABLES ACCEPTANCE PROCESS

The deliverables acceptance process describes how BearingPoint is to notify the State that Beacon HR/Payroll Implementation Project deliverables, for which it is responsible as specified by Attachment A to the Beacon HR/Payroll Implementation Project contract, are ready for submission and review. It also covers the way in which such deliverables are made available to the State.

14. LOADSPRING HOSTING PROCESS FOR ENTERPRISE PROJECT MANAGEMENT SOLUTION

The loadspring hosting process describes the hosting environment provided by Loadspring, Inc. for the Microsoft Enterprise Project Management Solution. It describes the operational characteristics of the environment, as well as the Loadspring interface (i.e. the CAM console).

BearingPoint is submitting each of these documents for individual acceptance to ensure that each meets the requirements of the State with regard to quality and content.

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Acceptance of this document demonstrates that BearingPoint has submitted the standards and procedures documents needed for closure of the Project Preparation phase. It does not preclude the need for additional standards and procedures documents in subsequent phases.

15.DEVELOPMENT STANDARDS

The development standards provide SAP naming conventions, ABAP/4 standard conventions, ABAP/4 programming standards and practices, and ABAP/4,module pool standards and practices .